

Course Copy Request

When teaching the same course from term to term it is easiest to use the course materials from the prior term. The Office of Distance Education would be happy to assist you in cleanly copying your course from a prior term into the shell of the upcoming term.

Note: Course copy will erase any materials already copied into your new course shell.

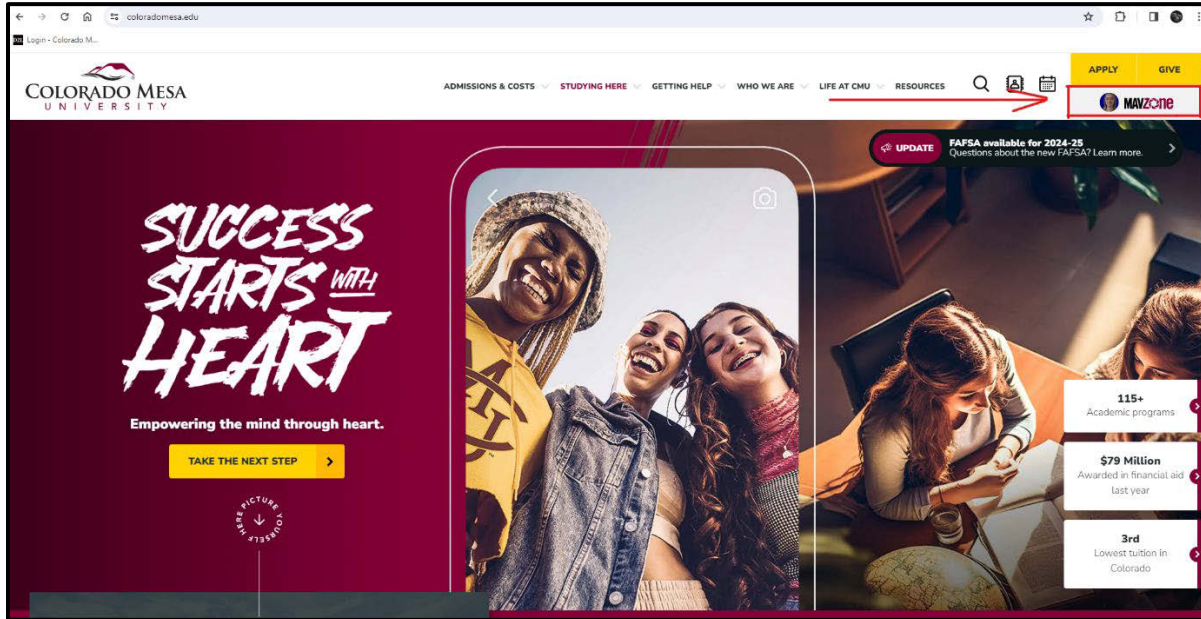
For questions on this policy please email distanceed@coloradomesa.edu

Contents

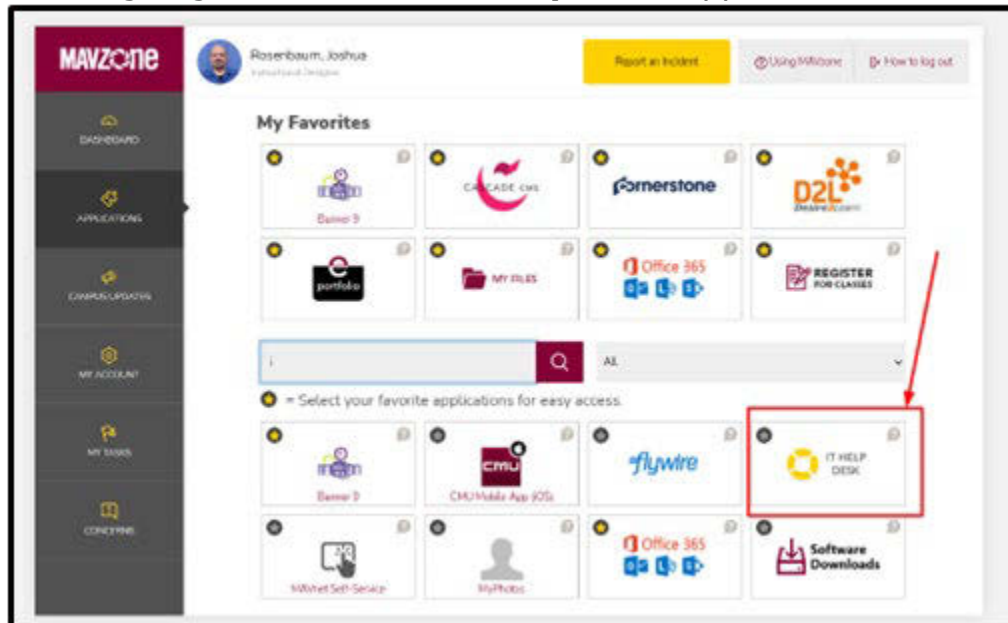
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D2L Help Request: Course Copy

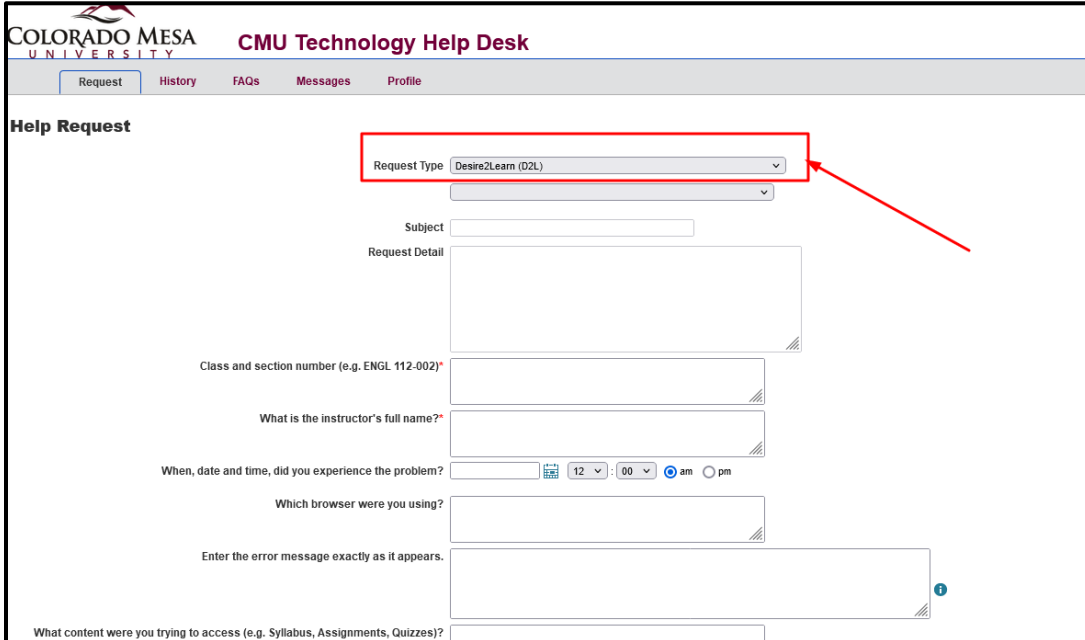
1. From the Colorado Mesa University website, www.coloradomesa.edu, click on **Log in to MAVzone**.



2. After signing in, select the **IT Help Desk** app to create a ticket.



3. From the **Help Request** page, choose your **Request Type** as **Desire2Learn (D2L)** from the dropdown menu.



COLORADO MESA UNIVERSITY **CMU Technology Help Desk**

Request History FAQs Messages Profile

Help Request

Request Type: **Desire2Learn (D2L)**

Subject:

Request Detail:

Class and section number (e.g. ENGL 112-002)*:

What is the instructor's full name?*:

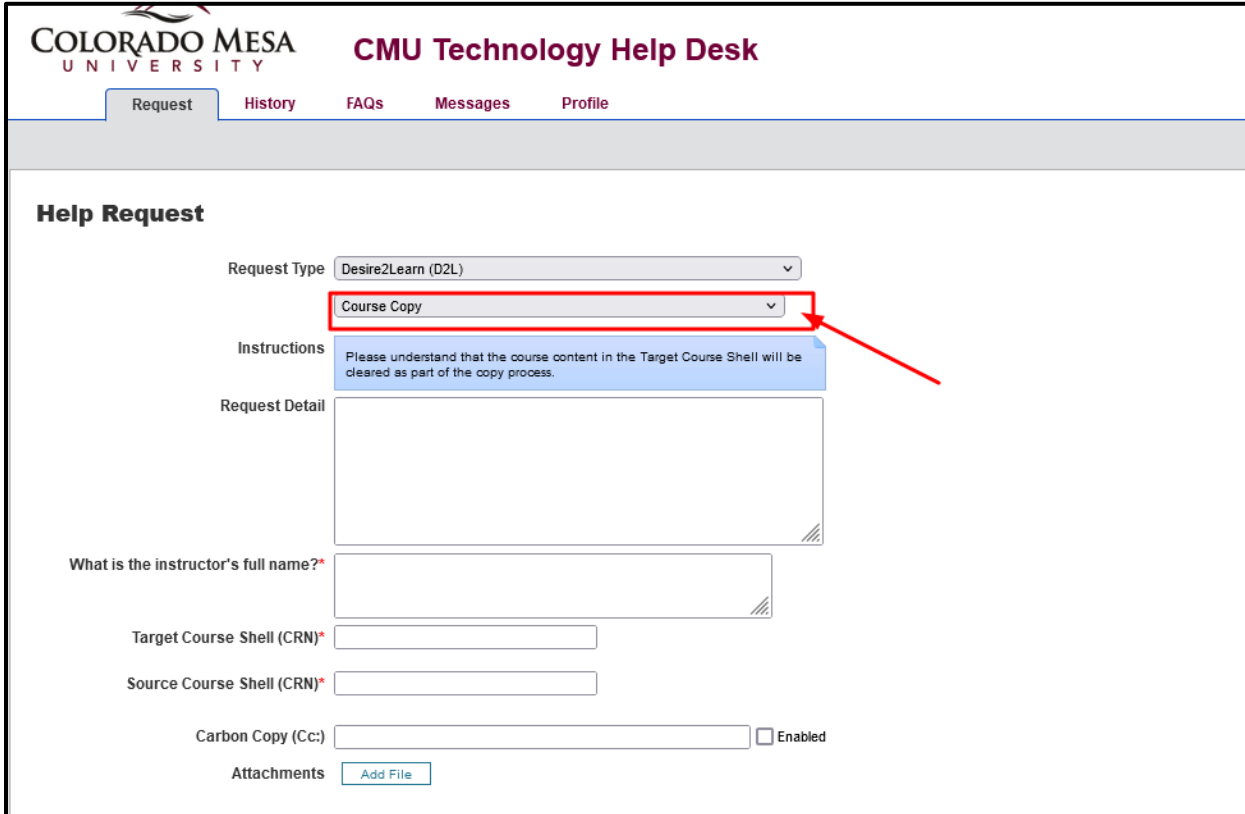
When, date and time, did you experience the problem?: 12 : 00 am pm

Which browser were you using?:

Enter the error message exactly as it appears.:

What content were you trying to access (e.g. Syllabus, Assignments, Quizzes)?

4. Choose the sub-request as **Course Copy** from the dropdown menu.



COLORADO MESA UNIVERSITY **CMU Technology Help Desk**

Request History FAQs Messages Profile

Help Request

Request Type: **Desire2Learn (D2L)**

Course Copy

Instructions: Please understand that the course content in the Target Course Shell will be cleared as part of the copy process.

Request Detail:

What is the instructor's full name?*:

Target Course Shell (CRN)*:

Source Course Shell (CRN)*:

Carbon Copy (Cc): ☐ Enabled

Attachments:

5. Complete the rest of the form (make sure to fill the required fields indicated by *****) and **Save** the form to submit your request. Please only request that the course be copied to one target course shell. Submit a separate ticket for each copy request.

Help Request

Request Type

Desire2Learn (D2L) ▾

Course Copy ▾

Instructions

Please understand that the course content in the Target Course Shell will be cleared as part of the copy process.

Request Detail

What is the instructor's full name?*

Target Course Shell (CRN)*

Source Course Shell (CRN)*

Carbon Copy (Cc:)

☐ Enabled

Attachments

Add File

Location

Lowell Heiny Hall (LHH) ▾

Room

427A

Save

Cancel